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21 JUL 1988

MEMORANDUM FOR: Director of Information Technology

VIA: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Space

REFERENCE: Memo for D/OIT, fm D/OL, dtd 21 Mar 88,
Subject: Space Assignments for OIT Components

Ed:

1. I believe we have in hand a reasonable solution to your current space problem. Just for the record, however, I would like to review here the sequence of events which brought your present situation to pass, and the somewhat draconian measures that you have undertaken thus far to keep the Office of Information Technology (OIT) functioning.

2. OIT was originally scheduled to be housed in the New Headquarters Building (NHB). As a result, all OIT space in the Original Headquarters Building (OHB) was reallocated to other components in the Backfill Program. Subsequently, in the face of expanding requirements for space on the Headquarters compound, a new philosophy emerged concerning which Directorate of Administration components should be at Headquarters. OIT was selected to go [redacted] Unfortunately, no consideration was given at the time to how we would house the OIT elements presently located in the OHB, whose space there had been reassigned and incorporated into the Backfill construction schedule, but who had nowhere to go until [redacted] was ready. The referenced memorandum was a rather gloomy response to your request for assistance, suggesting that you crowd the excess people into your remaining holdings in the NHB until we could free up some external space. As a result, you have installed [redacted] employees in space in the NHB which was intended to house [redacted]

3. As we understand it now, you still have [redacted] people from your Engineering Group which must be out of the way of the Backfill renovation but who simply have nowhere to go. Our respective staffs have reviewed the options for housing them externally, but the costs involved with moving these

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25X1 equipment-heavy elements to external space appear prohibitive, particularly for a temporary move. It is my understanding that it would cost upwards of \$1 million, exclusive of renovation and moving costs, just to outfit this group with Tempest equipment and necessary data connectivity to Headquarters. Although we have space in Key Building now to accommodate them, we simply do not have the funds to make the move. We also see no particular advantage for anyone in dislodging Office of Security and Office of Personnel elements in [] to house the [] OIT people and, in any event, the costs there would not vary significantly from a move to Key.

25X1 4. As you are aware, events have forced us to locate an element of the Directorate of Operations temporarily in the Polygraph Division space on the 4th floor, north tower of the NHB. We would like you to consider housing the [] OIT people there, temporarily, as well. I emphasize that this is a temporary solution until your permanent external quarters are ready. If this is an acceptable arrangement, we will work with you immediately on the timing for bringing this about. The November 1988 deadline I noted in the referenced memorandum for vacating specific areas in the OHB still holds, so an absolute minimum of renovation work will be possible if we are to keep everything on schedule. Specifically, you would have to take the wide-open Polygraph space essentially "as is", and use 60-inch screens throughout. Moreover, we will have to figure out how to install sufficient phones and connectivity for you in a way which will not impact the existing move-in schedule for the NHB. We estimate it will cost about \$33,000 to arrange for your power. There are probably enough acoustical screens to go around already, but there remains the question of your current furniture holdings. As you are aware, only CoryHiebert furniture is allowed in the NHB.

25X1 5. Please get back to me as soon as possible on the above.

[]
n M. Ray

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25X1 OL/FMD [redacted] (18 July 1988)

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OIT 0167-88
01 FEB 1993

MEMORANDUM FOR: Director of Logistics
FROM: Edward J. Maloney
Director of Information Technology
SUBJECT: Space Assignments for OIT Components

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1. OIT recently completed the allocation of space for its components to be located on the Headquarters Compound [redacted]. As a result, we have several issues still unresolved for which we seek your assistance. Of most concern is our insufficient office space in the New Headquarters Building (NHB) which ultimately impacts Old Headquarters Building (OHB) backfill and external building space assignments. This shortage stems from significant personnel growth after initial planning for NHB space. [redacted] suggested that our concerns be documented to the Director of Logistics, hence this memo.

2. To resolve our lack of space, we first propose that OIT receive additional contiguous space in the NHB. This space would be used solely for the Operations Group, Customer Services Group, and Engineering Group, each of which directly supports all Agency customers on the compound. This additional space would enable OIT to provide quick service calls and minimize periods of equipment down-time. If such additional space is not identified, we must resort to the following recommendations.

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3. Issue A. After careful planning of OIT's NHB space, we do not have sufficient space for several divisions of Engineering Group residing on the ground floor of Headquarters Building. While we plan to move these divisions [redacted] in 1991-92, we have no interim location for them. The components impacted include: Office of the Chief ([redacted] personnel in GA corridor- 1110 sq. ft.), Data Base Systems Division ([redacted] personnel in 1A13-1338 sq. ft.), and Office Products Division ([redacted] personnel in GA corridor-1750 sq. ft.). These [redacted] employees occupy 4200 sq. ft. for an average of [redacted] sq. ft. per person (obviously overcrowded conditions). Additionally, EG has an immediate requirement to house six contractors who support Headquarters computer systems. Since all these components are dependent on ADP equipment to a high degree, it is difficult and expensive to relocate them outside the Headquarters compound and still maintain the communications access necessary for them to do their jobs. To resolve this situation, we request these personnel be located in 6000-7000 sq. ft. in the GA corridor until they can move [redacted].

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4. Issue B. OIT's limited space in NHB has impacted heavily on the Operations Group (OG), especially those functions which support the Communications Center (CoC). In order to provide an orderly transfer of Communications Center functions to the NHB, OIT must maintain redundant systems for a temporary period. To support the stay-behind system in OHB, OIT must retain space in the 1A53-1B07 area for personnel and equipment. Additionally, as with EG, there is insufficient space in NHB to house [] OG personnel and equipment currently in OHB. OG also requires space to comply with Inspector General mandated changes in training. To meet these needs, we request retention of space in the 1A53-1B07 corridor until [] opens. At that time, OIT would retain only the currently planned Crisis Communication Center and Distribution Area in the 1B corridor.

5. Issue C. Installation Division/Customer Service Group (ID/CSG) currently uses space in GA43 Headquarters, GJ06 Headquarters, and the North Dock to support ADP equipment installations and maintenance. To properly service all Headquarters compound customers, OIT will need portions of these personnel and attendant equipment in each building. Of the 4100 sq. ft. necessary to support this function, 3200 sq. ft. has been allocated in NHB. To meet OIT's support requirements for OHB, we request that GJ06 (930 sq. ft.) be retained. This solution will benefit all Headquarters residents well, especially in light of the ever-increasing Agency demand for more timely installation and maintenance of ADP equipment.

6. Issue D. The Personal Computer Software Center (PCSC) is located in 2C11 Headquarters. This function services all directorates and should be centrally located on the Headquarters compound to be effective in receiving and disbursing software. Their requirements include: Close proximity to loading dock (or close access to elevator), 400 sq. ft. of lockable and alarmed space to allow secure storage of software and open storage of classified information, attractive customer-oriented environment, and connectivity for data, secure, and non-secure communications. An ideal location would be the foyer area of the NHB, if security and connectivity requirements can be met. However, if this option is not feasible, the PCSC should remain in 2C11 OHB.

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7. Issue F. [] a senior OIT officer, currently occupies an office in 6D5917 and provides substantial support to DI efforts. Space has not been provided for him in the New Headquarters Building and OIT would prefer he remain in his current location.

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8. If you have any questions concerning these issues, please contact Mark []

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